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Class Specifications  
for the Class:

BUILDING AND GROUNDS SUPERVISOR  
(BUILDING & GROUNDS SUPVR)

**Class Distinguishers:**

Supervises, organizes and coordinates the work of employees engaged in building maintenance and repair, and grounds maintenance activities. The building maintenance and repair work supervised involves journey level skilled trades work.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Supervises, organizes and coordinates the repair and maintenance of buildings and grounds;
2. Schedules work assignments based on established priorities;
3. Estimates cost, labor, material and equipment needed for maintenance and repair projects;
4. Requisitions materials, supplies, tools and equipment;
5. Supervises employees engaged in a variety of maintenance and repair activities such as the repair of roofs, screens, concrete floors, walkways and driveways, furniture, heaters, refrigeration and air-conditioning units, kitchen and laundry appliances and equipment; and resurfacing and painting walls and furniture;
6. Supervises the maintenance and repair of electrical systems and plumbing fixtures that do not require oversight by a licensed electrician or plumber;
7. Inspects work accomplished to insure compliance with established standards;
8. Supervises the operation, maintenance and servicing of high pressure boilers;
9. Supervises the upkeep and security of buildings and surrounding grounds, insuring that these areas are kept in a clean and orderly condition;

10. Prepares records and reports such as time records, accident reports, equipment reports, progress reports, etc.;
11. Reads and interprets plans and specifications;
12. Prepares layouts, sketches and drawings for guidance of subordinates;
13. May perform skilled trades work.

**Knowledge and Abilities Required:**

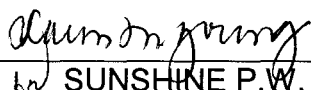
Knowledge of: Practices, tools, equipment and materials used in the carpentry, plumbing, electrical and painting trades; applicable building regulations; occupational hazards; and safety practices and procedures.

Ability to: Supervise, plan, lay out, direct and evaluate the work of others; determine the need for building and equipment repairs; read and interpret blueprints and sketches; estimate time and material needed to perform a job; keep records; prepare reports; give and follow oral and written directions; and maintain effective working relationships with others.

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This reflects a change in title and an amendment to the class specification for the class BUILDING AND GROUNDS SUPERVISOR I (BUILDING & GROUNDS SUPVR I), which was approved on February 14, 1975.

DATE APPROVED: APR 06 2011

  
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